



ATTACH A POSITION DESCRIPTION, ORGANIZATION CHART AND WORK SCHEDULE APPROVED BY HR PRIOR TO START DATE

Part I: HR Status

- ☐ HR consult has occurred, requesting formal HR review; Position Description (attached)
- ☐ No HR consult or review required; Position Description (attached) unchanged
- ☐ No HR consult or review required; Position Description not required for reappointment or Candidate Selection

Part II: Reason for Vacancy

- ☐ New Position ☐ Leave of Absence Other **
- ☐ Employee Separation ☐ Employee Promotion/Reassignment **Explain:

Employee Being Replaced (excluding Emergency Hires): Name:

EMPL ID:

Classification:

Skill Level:

Time Base:

Base Salary @ 1.0 FTE:

Part III: Justification

Part IV: Position Information

Desired Starting Date:		Working Title:	
Classification:	Job Code:	Skill Level:	Targeted Monthly Hiring Salary:
Department:	Position Number:	# of Openings:	
Hiring Manager:	Ext:	Requisition Created By:	Ext.

Part V - A: Employment Status

Part V - B: Time Base & Work Schedule

<input type="checkbox"/> Probationary		<input type="checkbox"/> Full Time	<input type="checkbox"/> AY	<input type="checkbox"/> 10/12*	<input type="checkbox"/> 11/12*
<input type="checkbox"/> Temporary	Start:	End:	<input type="checkbox"/> Part-Time %	*Months Off:	
<input type="checkbox"/> Position may be reappointed			<input type="checkbox"/> Intermittent/Hourly	Days/Hours of Work:	
<input type="checkbox"/> Position may become permanent			<input type="checkbox"/> Alternate Work Schedule: Days/Hours:		
<input type="checkbox"/> Reappointment to a posted position	Start:			End:	

Part VI: Special Conditions

<input type="checkbox"/> Requires driving for State business	<input type="checkbox"/> Requires completion of "Preventing Sexual Harassment"
<input type="checkbox"/> Requires Background/Fingerprints	<input type="checkbox"/> Funded by a Federal grant
<input type="checkbox"/> Requires Pre-employment Physical	<input type="checkbox"/> Requires Licenses/Certificates
<input type="checkbox"/> Requires Form 700 and Ethics & Conflict of Interest Training	Type:

Part VII: Posting/Advertising

<input type="checkbox"/> External Advertising Requested	<input type="checkbox"/> No	<input type="checkbox"/> Yes. Attach proposed copy and indicate
<input type="checkbox"/> On-line	<input type="checkbox"/> Publications	<input type="checkbox"/> Professional Associations

Part VIII: Recruitment Authorization Checklist

<input type="checkbox"/> Position Description	<input type="checkbox"/> Work Schedule	<input type="checkbox"/> Advertising Copy, if applicable
<input type="checkbox"/> Organization Chart	<input type="checkbox"/> Interview Questions	

Part IX: Approvals (Signatures)		
Name: _____ Hiring Manager / Department Chair	_____ Signature	_____ Date
Name: _____ Administrator	_____ Signature	_____ Date
Name: _____ Cabinet Officer	_____ Signature	_____ Date
President: _____ Leslie E. Wong (For MPP Positions Only)	_____ Date	
SF State is a Equal Opportunity/Americans with Disabilities Act employer and has a strong commitment to the principles of diversity.		

Date _____

Date _____

Date _____

Date _____

HUMAN RESOURCES USE ONLY			
Employment Consultant		Completed Recruitment Packet Received	
Job #		Conditional Job Offer Extended	
Posting Dates		Conditions Met	
Extended Posting Date		Start Date	
Reposting Period		Starting Salary	

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